



MALAYSIAN STANDARD

MS 2735:2021

Emergency preparedness and response (EPR) - Guidelines in managing emergencies in facilities

ICS: 13.200

Descriptors: Guide the development, planning and managing emergencies

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Committee representation

The National Standards Committee on Occupational Safety and Health (NSC W) under whose authority this Malaysian Standard was developed, comprises representatives from the following organisations:

Business Council for Sustainability and Responsibility Malaysia
Chemical Industries Council of Malaysia
Construction Industry Development Board Malaysia
Department of Agriculture Malaysia
Department of Chemistry Malaysia
Department of Environment
Department of Occupational Safety and Health Malaysia
Department of Standards Malaysia
Energy Commission
Federation of Malaysian Manufacturers
Fire and Rescue Department Malaysia
Lloyd's Register Technical Services Sdn Bhd
Malaysian Employers Federation
Malaysian Industrial Hygiene Association
Malaysian International Chamber of Commerce and Industry
Malaysian Nuclear Agency
Malaysian Society for Occupational Safety and Health
Malaysian Trades Union Congress
Minerals and Geoscience Department Malaysia
Ministry of Health Malaysia
Ministry of International Trade and Industry
National Institute of Occupational Safety and Health
SIRIM QAS International Sdn Bhd
SME Corporation Malaysia
The Institution of Engineers, Malaysia
Universiti Kebangsaan Malaysia
Universiti Teknologi MARA

The Technical Committee on Safe System of Work and Practices in Occupational Setting (TC/W/6) which supervised this Malaysian Standard consists of representatives from the following organisations:

Business Council for Sustainability and Responsibility Malaysia
Department of Occupational Safety and Health Malaysia
Department of Chemistry Malaysia
Department of Standards Malaysia (Secretariat)
Malayan Agricultural Producers Association
Malaysian Employers Federation
Malaysian Trades Union Congress
Ministry of Health Malaysia
NIOSH Certification Sdn Bhd
National Institute of Occupational Safety and Health
Public Service Department Malaysia
SIRIM QAS International Sdn Bhd
Pertubuhan Keselamatan Sosial
The Institution of Engineers, Malaysia
Universiti Putra Malaysia
Occ Safety Health and Environment Global Ventures
Malaysian Society for Occupational Safety and Health
Universiti Teknologi Petronas

The Working Group on Emergency Preparedness and Response (EPR) (WG/W/6-1) established by the Technical Committee which developed this Malaysian Standard consists of representatives from the following organisations:

Business Council for Sustainability and Responsibility Malaysia
Department of Occupational Safety and Health Malaysia
Department of Standards Malaysia (Secretariat)
Fire and Rescue Department Malaysia
Malaysia Civil Defence Force

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Committee representation *(continued)*

Malaysian Society for Occupational Safety and Health
PETRONAS Group HSSE
Universiti Putra Malaysia

Preview Only

Foreword

This Malaysian Standard was developed by the Working Group on Emergency Preparedness and Responses (NSC W/TC 6/WG 6-1) under the authority of the Standards Committee on Occupational Safety and Health.

Compliance with a Malaysian Standard does not of itself confer immunity from legal obligations.

Emergency preparedness and response (EPR) - Guidelines in managing emergencies in facilities

1 Scope

This Malaysian Standard specifies the minimum requirements for the development, implementation, maintenance, validation and improvement of emergencies for a facility in any sector or industry.

It includes the following:

- a) The formation, purpose, responsibility and training of the top management team.
- b) The determination of emergency situations including their risks.
- c) The development of an emergency response plan including its processes.
- d) The establishment, authority and training of an emergency structure.
- e) The testing and validation of the emergency response plan.
- f) Emergency related training.

This guideline applies to buildings, structures or workplaces occupied by people, with the exception of domestic buildings.

This guideline does not cover operational disruptions to facilities (*refer clause 1.1.19*), community disaster management, security management or major environmental impacts beyond the facility/workplace and the risks to workers and other relevant parties of interest to the facility. However, the guideline will provide a basis for the organisation to support alignment with its business continuity plan and disaster management if any.

This guideline does not attempt to override legislative obligations in providing for the safety of occupants and visitors in facilities. It will provide guidance and consistency on emergency planning for facilities in any sector or industry, define fundamental terms, provide guidance on emergency planning framework and its management. This guideline can also provide guidance to demonstrate conformity to Clause Emergency preparedness and response in the MS ISO 45001:2018.

Where MS 1183, *Fire Safety in the Design, Management and Use of Buildings – Code of Practice* is used in conjunction with this guideline, it should be noted that some of the terms used are different. The recommendations given in this guideline are general and all emergency response measures, procedures, etc., need to take into account the particular circumstances of the individual building or complex concerned.

Notes and examples integrated in the text of this document are used to provide additional information intended to enhance the understanding or use of the document. These elements do not contain requirements or information considered indispensable for the use of the document.

The term 'informative' has been used in this guideline to define the application of the appendix to which it applies. An 'informative' appendix is only for information and guidance.